



Revision number: 1

Purchasing Agent: BRENDA VELDEVERE (801) 538-3142 or bveldevere@utah.gov

**ITEM:** **SHARP DIGITAL COPIER EQUIPMENT – STATEWIDE COVERAGE – ALL SEGMENTS EXCEPT 5A**

**VENDOR:** 013161 A LES OLSON COMPANY  
3244 SOUTH 300 WEST  
SALT LAKE CITY UT 84115

**INTERNET ADDRESS:** [www.LesOlsonCompany.com](http://www.LesOlsonCompany.com)

**TELEPHONE:** (801) 486.7431

**FAX NUMBER:** (801) 486.7494

**CONTACT:** JACK HEALY

**EMAIL:** [jlhealy@lesolsoncompany.com](mailto:jlhealy@lesolsoncompany.com)

**BRAND/TRADE NAME:** SHARP

**PRICE:** SEE ATTACHED PRICE LIST

**PRICE GUARANTEE PERIOD:** 1 YEAR THROUGH 04/20/2004

**TERMS:** NET 30

**EFFECTIVE DATES:** 04/21/2003 THROUGH 04/20/2005

**DAYS REQUIRED FOR DELIVERY:** 5-10 BUSINESS DAYS ARO

**MINIMUM ORDER:** ONE UNIT

**OTHER CONDITIONS:** CONTRACT PERIOD IS FOR TWO YEARS, WITH THREE ONE-YEAR OPTIONS TO RENEW AFTER 04/20/2005. (POTENTIAL MAXIMUM CONTRACT END DATE 04/2008.)

**ORIGINATING SOLICITATION:** BV3905 OPENDED 03/04/2003 AT 2:00 P.M.

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**REVISION #1:** MODELS HAVE BEEN UPDATED APRIL 2004.

**REVISION #2:** PLEASE NOTE, MODELS AR-M160 AND AR-205 DIGITAL COPIERS ARE NOT AVAILIABLE FOR PURCHASE ON THIS CONTRACT. PLEASE SEE LES OLSON'S STATE OF UTAH REGIONAL CONTRACT AR1513 FOR THESE TWO MODELS.

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**TO USE THIS CONTRACT, PRE-AUTHORIZATION IS REQUIRED.**

All State Agencies are required to compare a minimum of three digital copier contractors for the appropriate segment and then make their purchasing determination based on a best value analysis taking in consideration their individual needs including, but not limited to, price, customer service, maintenance, delivery, etc. State Agencies must then complete the 63A-2-105 Copier Request Form and submit to Brian Jenson (with comparison documentation) for approval prior to ordering any copier from the contractor. Please fax your copier request form to Brian Jensen at (801) 801.965.6035. A copy of the copier request form is located at the end of this contract information sheet.

## STATE OF UTAH CONTRACT PRICING ONLY

### SHARP AR-153

#### State of Utah Statewide Contract AR-1643

#### Key Features

- 15 copies per minute
- Scan once print many technology
- Warm-up speed – 30 seconds
- 9.6 second first copy speed
- 1-99 multi-copy range
- Auto exposure
- LCD panel display
- Copy sizes – 5½" x 8½" up to 8½" x 14"
- Photo mode with 256 shades of gray
- Quality laser output – 600 DPI copy mode
- Edge erase
- Margin shift
- Reduction and enlargement from 25% to 400%
- Sheet paper capacity 1/250 sheet paper drawer
- 50-sheet bypass



(Copier shown with accessories)

**Base Unit Price: \$803.00**

#### Optional Accessories

AR-SP5 30-Sheet Single Pass Feeder	\$215.00
AR-D16 250-Sheet Paper Feed Unit	\$120.00
AR-PG2 Host-Based PC Print/Color Scan Kit	\$150.00
AR-150 ABD Deluxe Copier Cabinet w/door	\$89.00
AR-168D Duplex Option	\$326.00
AR-FX9 Facsimile Expansion Kit*	\$333.00
AR-NB2N Scan/Print Kit*	\$599.00
AR-PS3100 Network Print Controller	\$299.00
AR-RW200ET 15 AMP Surge Suppressor	\$79.95

*\*AR-157 Duplex Option Required for FX9/NB2N*

#### Maintenance & Supplies – Contract AR-1644

Maintenance includes all parts, labor, service, and consumable supplies such as toner, developer, heat rollers, drums, kits, and travel. Does not cover paper or staples. To be based at .0110 per copy.



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# STATE OF UTAH CONTRACT PRICING ONLY

## SHARP AR-237

### State of Utah Statewide Contract AR-1643

#### Key Features

- 23 copies per minute
- Warm-up speed – 23 seconds
- 4.8 second first copy speed
- 1-999 multi-copy range
- Auto exposure
- LCD panel display
- Copy sizes – 5½" x 8½" up to 11" x 17"
- Photo mode with 256 shades of gray
- Quality laser output – 600 DPI copy & up to 1200 DPI
- Edge erase feature
- Sorting
- Reduction and enlargement from 25% to 400%
- Standard paper capacity 2/500 -1000
- 100-sheet manual bypass
- 100-account copy control
- Automatic trayless duplexing 1:2, 2:2, 2:1
- Optional network printing
- Optional network scanning/ Scan to Email
- Optional network faxing



(Copier shown with accessories)

**Base Unit Price: \$2,772.00**

(Need to add document feeder AR-RP6)

#### Optional Accessories

AR-27ABL Cabinet used with D11/D12	\$83.00
AR-27ABH Cabinet used with Base Unit	\$87.00
AR-FN5 2-Tray Staple/Stacker Finisher	\$995.00
AR-D11 500-Sheet Paper Feed Unit *	\$356.00
AR-D12 1,000-Sheet Paper Feed Unit *	\$472.00
AR-TR3 Job Separator Tray**	\$29.00
AR-PK1 Post Script Expansion Kit***	\$242.00
AR-FX4 Facsimile Expansion Kit	\$976.00
AR-MM6 4MB Memory Expansion for FX4	\$260.00
AR-P11 Printer Expansion Kit w/NIC Card	\$1,408.00
AR-NS2 Network Expansion Kit (10 licenses)***	\$869.00
AR-RP6 Document Feeder	\$483.00
AR-RW200ET 15 AMP Surge Suppressor	\$79.95

#### Maintenance & Supplies – Contract AR-1644

Maintenance includes all parts, labor, service, and consumable supplies such as toner, developer, heat rollers, drums, kits, and travel. Does not cover paper or staples. To be based at .0095 per copy.

**AR-SC1 Staples (3 cartridges Per Carton) \$39.00**

\*AR-27ABL CABINET REQUIRED; \*\*REQUIRED FOR FAXING, SCANNING OR PRINTING; \*\*\*BID PRICE INCLUDES ONE HOUR OF CONNECTIVITY; ANY ADDITIONAL NETWORK SUPPORT TO BE BASED @ \$75.00 PER HOUR.



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# STATE OF UTAH CONTRACT PRICING ONLY

## SHARP AR-277

### State of Utah Statewide Contract AR-1643

#### Key Features

- 27 copies per minute
- Warm-up speed – 23 seconds
- 4.8 second first copy speed
- 1-999 multi-copy range
- Auto exposure
- LCD panel display
- Copy sizes – 5½" x 8½" up to 11" x 17"
- Photo mode with 256 shades of gray
- Quality laser output – 600 DPI copy & up to 1200 DPI
- Edge erase feature
- Sorting
- Reduction and enlargement from 25% to 400%
- Standard paper capacity 2/500 -1000
- 100-sheet manual bypass
- 100-account copy control
- Automatic trayless duplexing 1:2, 2:2, 2:1
- Optional network printing
- Optional network scanning/ Scan to Email
- Optional network faxing



(Copier shown with accessories)

**Base Unit Price: \$3,147.00**

(Need to add document feeder AR-RP6)

#### Optional Accessories

AR-237ABH Cabinet used with Base Unit	\$87.00
AR-FN5 2-Tray Staple/Stacker Finisher	\$995.00
AR-D21 500-Sheet Paper Feed Unit *	\$356.00
AR-D22 1,000-Sheet Paper Feed Unit *	\$472.00
AR-TR3 Job Separator Tray**	\$29.00
AR-PK1 Post Script Expansion Kit***	\$242.00
AR-FX7 Facsimile Expansion Kit	\$976.00
AR-MM9 4MB Memory Expansion for FX4	\$260.00
AR-P11 Printer Expansion Kit w/NIC Card	\$1,408.00
AR-NS2 Network Expansion Kit (10 licenses)***	\$869.00
AR-RP6 Document Feeder	\$483.00
AR-RW200ET 15 AMP Surge Suppressor	\$79.95

#### Maintenance & Supplies – Contract AR-1644

Maintenance includes all parts, labor, service, and consumable supplies such as toner, developer, heat rollers, drums, kits, and travel. Does not cover paper or staples. To be based at .0095 per copy.

AR-SC1 Staples (3 cartridges per Carton) \$39.00

\*AR-27ABL CABINET REQUIRED; \*\*REQUIRED FOR FAXING, SCANNING OR PRINTING; \*\*\*BID PRICE INCLUDES ONE HOUR OF CONNECTIVITY; ANY ADDITIONAL NETWORK SUPPORT TO BE BASED @ \$75.00 PER HOUR.



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# STATE OF UTAH CONTRACT PRICING ONLY

## SHARP AR-M350U

### State of Utah Statewide Contract AR-1643

#### Key Features

- 35 copies per minute
- Auto document feeder – scans at 62 ppm
- Scan once print many technology
- Warm-up speed – 30 seconds
- 5.2 second first copy speed
- 1-999 multi-copy range
- Auto exposure
- Job build
- Copy sizes – 5½" x 8½" up to 11" x 17"
- Photo mode/Soft Photo
- 600 DPI copy & print mode to 1200 DPI w/smoothing
- Edge erase feature
- Reduction and enlargement from 25% to 400%
- Envelope/cover stock/transparencies capability
- 50-sheet auto document feeder



(Copier shown with accessories)

**Base Unit Price: \$3,236.00**

(Includes AR-EF1 & AR-RK1)

#### Optional Accessories

AR-DC1 Power Supply	\$64.00
AR-45ABD Cabinet with Door w/ MU1 Multipurpose Tray	\$263.00
AR-D13 500 + 2000-Sheet Paper Desk	\$598.00
AR-D14 3 x 500-Sheet Paper Feed Desk	\$557.00
AR-FN6 Multi-Position Finisher	\$574.00
AR-FN7 Multi-Position/Saddle-Stitch Finisher <i>(must add DU3)</i>	\$1,115.00
AR-FX5 Facsimile Expansion Kit	\$524.00
AR-MS1 8-Bin Mail Box Stacker/Finisher	\$406.00
AR-PN1B 3-Hole Punch Module <i>(for use with FN7 only)</i>	\$262.00
AR-TE3 Exit Tray	\$26.00
AR-TE4 Upper Extension Exit Tray	\$13.00
AR-AR-DU3 Duplex Module <i>(required for FN7)</i>	\$180.00
AR-DU4 Duplex Mod/Multi-Sheet Bypass	\$225.00
AR-HD3 5 GB Hard Disk Drive	\$431.00
AR-PK1 Post Script Expansion Kit	\$162.00
AR-NS2 Scan Server Option*	\$609.00
AR-P14 Print Controller*	\$670.00
AR-RW200ET 15 AMP Surge Suppressor	\$79.95

#### Maintenance & Supplies – Contract AR-1644

Maintenance includes all parts, labor, service, and consumable supplies such as toner, developer, heat rollers, drums, kits, and travel. Does not cover paper or staples. To be based at .0075 per copy.

AR-SC Staples <i>(Carton of 3 cartridges – 3,000 – for FN6)</i>	\$39.00
AR-SC2 Saddle-Stitch <i>(Carton of 3 cartridges – 5,000 – for FN7)</i>	\$64.00

\*BID PRICE INCLUDES ONE HOUR OF CONNECTIVITY; ANY ADDITIONAL NETWORK SUPPORT TO BE BASED @ \$75.00 PER HOUR.



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**SHARP AR-M450U****State of Utah Statewide Contract AR-1643****Key Features**

- 45 copies per minute
- Auto document feeder – scans at 62 ppm
- Scan once print many technology
- Warm-up speed – 30 seconds
- 5.2 second first copy speed
- 1-999 multi-copy range
- Auto exposure
- Job build
- Copy sizes – 5½" x 8½" up to 11" x 17"
- Photo mode/Soft Photo
- 600 DPI copy & print mode to 1200 DPI w/smoothing
- Edge erase feature
- Reduction and enlargement from 25% to 400%
- Envelope/cover stock/transparencies capability
- 50-sheet auto document feeder



(Copier shown with accessories)

**Base Unit Price: \$3,768.00**

(Includes AR-EF1 &amp; AR-RK1)

**Optional Accessories**

AR-DC1 Power Supply	\$64.00
AR-45ABD Cabinet with Door w/ MU1 Multipurpose Tray	\$263.00
AR-D13 500 + 2000-Sheet Paper Desk	\$598.00
AR-D14 3 x 500-Sheet Paper Feed Desk	\$557.00
AR-FN6 Multi-Position Finisher	\$574.00
AR-FN7 Multi-Position/Saddle-Stitch Finisher <i>(must add DU3)</i>	\$1,115.00
AR-FX5 Facsimile Expansion Kit	\$524.00
AR-MS1 8-Bin Mail Box Stacker/Finisher	\$406.00
AR-PN1B 3-Hole Punch Module <i>(for use with FN7 only)</i>	\$262.00
AR-TE3 Exit Tray	\$26.00
AR-TE4 Upper Extension Exit Tray	\$13.00
AR-AR-DU3 Duplex Module <i>(required for FN7)</i>	\$180.00
AR-DU4 Duplex Mod/Multi-Sheet Bypass	\$225.00
AR-HD3 5 GB Hard Disk Drive	\$431.00
AR-PK1 Post Script Expansion Kit	\$162.00
AR-NS2 Scan Server Option*	\$609.00
AR-P14 Print Controller*	\$670.00
AR-RW200ET 15 AMP Surge Suppressor	\$79.95

**Maintenance & Supplies – Contract AR-1644**

Maintenance includes all parts, labor, service, and consumable supplies such as toner, developer, heat rollers, drums, kits, and travel. Does not cover paper or staples. To be based at .0075 per copy.

AR-SC Staples <i>(Carton of 3 cartridges – 3,000 – for FN6)</i>	\$39.00
AR-SC2 Saddle-Stitch <i>(Carton of 3 cartridges – 5,000 – for FN7)</i>	\$64.00

\*BID PRICE INCLUDES ONE HOUR OF CONNECTIVITY; ANY ADDITIONAL NETWORK SUPPORT TO BE BASED @ \$75.00 PER HOUR.



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**SHARP AR-M550****State of Utah Statewide Contract AR-1643****Key Features**

- 55 copies per minute
- Scan once print many technology
- Warm-up speed – 65 seconds
- 3.9 second first copy speed
- 1-999 multi-copy range
- Auto exposure
- LCD touch panel display
- Copy sizes – 5½" x 8½" up to 11" x 17"
- Photo mode with 256 shades of gray
- Quality laser output – 600 DPI copy mode
- Edge erase feature
- Margin shift with sorting option
- Reduction and enlargement from 25% to 400%
- 3,000 Sheet Standard Capacity – 2/500 & 1/2000
- 100-sheet bypass
- 150-sheet auto document feeder
- Sorting
- Automatic trayless duplexing 1:2, 2:2, 2:1
- Job build



(Copier shown with accessories)

**Base Unit Price: \$8,399.00\*****Optional Accessories**

AR-P19 Print Controller*	\$1,795.00
AR-F15 3-Tray/Multi Position Finisher	\$1,667.00
AR-F16 Multi-Position/Saddle-Stitch Finisher	\$2,529.00
AR-LC1 3,500-Sheet LCT	\$794.00
AR-NS3 Scan Server Option	\$624.00
AR-FR1 Data Security Kit	\$385.00
AR-FX8 Fax Kit	\$675.00
AR-PK5 Post Script	\$471.00
AR-PN4B 3 Hole Punch	\$400.00
AR-CF2 Post Sheet	\$1,118.00
AR-FF12020ET 20 AMP Surge Suppressor	\$79.95

\*If unit is *ordered with* Network Printing add \$1,195.00 to cost of equipment. If network printing is ordered *after* unit is purchased – see cost for AR-P19 above to add printing.

**Maintenance & Supplies – Contract PD1644**

Maintenance includes all parts, labor, service, and consumable supplies such as toner, developer, heat rollers, drums, kits, and travel. Does not cover paper or staples. To be based at .0069 per copy.

AR-SC11 Staples (Carton of 3 cartridges – 5,000 each)	\$41.00
AR-SC3 Saddle Stitch)	\$39.00

\*BID PRICE INCLUDES ONE HOUR OF CONNECTIVITY; ANY ADDITIONAL NETWORK SUPPORT TO BE BASED @ \$75.00 PER HOUR.



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# STATE OF UTAH CONTRACT PRICING ONLY

## SHARP AR-M620

### State of Utah Statewide Contract AR-1643

#### Key Features

- 62 copies per minute
- 150-sheet auto document feeder
- Scan once print many technology
- Warm-up time – 65 seconds
- 3.9 second first copy speed
- 1-999 multi-copy range
- Auto exposure/ Photo Mode
- LCD panel display
- Copy sizes – 5½" x 8½" up to 11" x 17"
- Quality laser output – 600 DPI copy mode
- Edge erase feature
- Magazine sort (booklet making mode)
- Reduction and enlargement from 50% to 400%
- 3,000 Sheet Standard Capacity – 2/500 & 1/2000
- 100-sheet bypass
- Job build
- Automatic paper selection
- Optional network printing



(Copier shown with accessories)

**Base Unit Price: \$9,999.00**

#### Optional Accessories

AR-P19 Print Controller*	\$1,795.00
AR-F15 3-Tray/Multi Position Finisher	\$1,667.00
AR-F16 Multi-Position/Saddle-Stitch Finisher	\$2,529.00
AR-LC1 3,500-Sheet LCT	\$794.00
AR-NS3 Scan Server Option	\$624.00
AR-FR1 Data Security Kit	\$385.00
AR-FX8 Fax Kit	\$675.00
AR-PK5 Post Script	\$471.00
AR-PN4B 3 Hole Punch	\$400.00
AR-CF2 Post Sheet	\$1,118.00
AR-FF12020ET 20 AMP Surge Suppressor	\$79.95

\*If unit is *ordered with* Network Printing add \$1,195.00 to cost of equipment. If network printing is ordered *after* unit is purchased – see cost for AR-P19 above to add printing.

#### Maintenance & Supplies – Contract PD1644

Maintenance includes all parts, labor, service, and consumable supplies such as toner, developer, heat rollers, drums, kits, and travel. Does not cover paper or staples. To be based at .0069 per copy.

AR-SC11 Staples (Carton of 3 cartridges – 5,000 each)	\$41.00
AR-SC3 Saddle Stitch)	\$39.00

\*BID PRICE INCLUDES ONE HOUR OF CONNECTIVITY; ANY ADDITIONAL NETWORK SUPPORT TO BE BASED @ \$75.00 PER HOUR.



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# STATE OF UTAH CONTRACT PRICING ONLY

## SHARP AR-M700

### State of Utah Statewide Contract AR-1643

#### Key Features

- 70 copies per minute
- 150-sheet auto document feeder
- Scan once print many technology
- Warm-up time – 65 seconds
- 3.9 second first copy speed
- 1-999 multi-copy range
- Auto exposure/ Photo Mode
- LCD panel display
- Copy sizes – 5½" x 8½" up to 11" x 17"
- Quality laser output – 600 DPI copy mode
- Edge erase feature
- Magazine sort (booklet making mode)
- Reduction and enlargement from 50% to 400%
- 3,000 Sheet Standard Capacity – 2/500 & 1/2000
- 100-sheet bypass
- Job build
- Automatic paper selection
- Optional network printing



(Copier shown with accessories)

**Base Unit Price: \$12,995.00**

#### Optional Accessories

AR-P19 Print Controller*	\$1,795.00
AR-F15 3-Tray/Multi Position Finisher	\$1,667.00
AR-F16 Multi-Position/Saddle-Stitch Finisher	\$2,529.00
AR-LC1 3,500-Sheet LCT	\$794.00
AR-NS3 Scan Server Option	\$624.00
AR-FR1 Data Security Kit	\$385.00
AR-FX8 Fax Kit	\$675.00
AR-PK5 Post Script	\$471.00
AR-PN4B 3 Hole Punch	\$400.00
AR-CF2 Post Sheet	\$1,118.00
AR-FF12020ET 20 AMP Surge Suppressor	\$79.95

\*If unit is *ordered with* Network Printing add \$1,195.00 to cost of equipment. If network printing is ordered *after* unit is purchased – see cost for AR-P19 above to add printing.

#### Maintenance & Supplies – Contract PD1644

Maintenance includes all parts, labor, service, and consumable supplies such as toner, developer, heat rollers, drums, kits, and travel. Does not cover paper or staples. To be based at .0069 per copy.

AR-SC11 Staples (Carton of 3 cartridges – 5,000 each)	\$41.00
AR-SC3 Saddle Stitch	\$39.00

\*BID PRICE INCLUDES ONE HOUR OF CONNECTIVITY; ANY ADDITIONAL NETWORK SUPPORT TO BE BASED @ \$75.00 PER HOUR.



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**SHARP AR-810****State of Utah Statewide Contract AR-1643****Key Features**

- 81 copies per minute
- 60-sheet auto document feeder
- Scan once print many technology
- Warm-up speed – 30 seconds
- 3.6 second first copy speed
- 1-999 multi-copy range
- Auto exposure
- LCD panel display
- Copy sizes – 5½" x 8½" up to 11" x 17"
- Photo mode/Soft Photo
- Quality laser output – 600 DPI copy mode
- Edge erase feature
- Magazine sort (booklet making mode)
- Reduction and enlargement from 50% to 200%
- 5,600-sheet paper capacity
- 100-sheet bypass
- Job build
- Resolution 600 x 2400
- Trimming/masking
- Automatic paper selection
- Optional network printing
- Sheet insertion mode



(Copier shown with accessories)

**Base Unit Price: \$14,810.00****Optional Accessories**

AR-P15 Embedded Print Controller w/NIC Card*	\$2,987.00
AR-F11 Stapler Finisher	\$1,880.00
AR-F12 Multi-Position Saddle-Stitch Finisher	\$2,750.00
AR-LC4 Large Capacity Paper Deck	\$1,241.00
AR-SB1 Network Scanning Option*	\$416.00
AR-PN3B 3-Hole Punch Unit	\$516.00
AR-CF1 Post-Sheet Inserter Finisher	\$1,038.00
AR-PK2 Postscript 3 Expansion Kit*	\$474.00
AR-PK3 Postscript 3 Expansion Kit (10GB HDD)*	\$2,110.00
AR-SM4 Additional 128 MB SIMM Memory	\$700.00
AR-U2 Fiery Document Builder Pro Software*	\$2,656.00
AR-FF12020ET 20 AMP Surge Suppressor	\$79.95

**Maintenance & Supplies – Contract PD1644**

Maintenance includes all parts, labor, service, and consumable supplies such as toner, developer, heat rollers, drums, kits, and travel. Does not cover paper or staples. To be based at .008 per copy.

<b>SF-SC11 Staples</b> (Carton of 3 cartridges – 5,000 each)	<b>\$41.00</b>
<b>AR-SC3 Saddle-Stitch</b> (Carton of 3 cartridges – 2,000 each)	<b>\$39.00</b>

\*BID PRICE INCLUDES ONE HOUR OF CONNECTIVITY; ANY ADDITIONAL NETWORK SUPPORT TO BE BASED @ \$75.00 PER HOUR.



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ALL COPIER PRICING IS F.O.B. DESTINATION WITH INSTALLATION, TRAINING AND INITIAL "START UP" SUPPLIES INCLUDED (NO SEPARATE CHARGES).

TRADE-IN VALUES FOR YOUR EXISTING COPIER(S) ARE TO BE NEGOTIATED ON A CASE-BY-CASE BASIS.

RELOCATION FEES:

SMALL TO MID RANGE COPIERS (13 TO 45 CPM) WITHIN 25 MILES = \$150.00 / OUTSIDE OF 25 MILES = \$250.00

HIGH END COPIERS (50 TO 80 CPM) WITHIN 25 MILES = \$250.00 / OUTSIDE OF 25 MILES = \$350.00

ADDITIONAL CHARGE IF UNIT NEEDS TO BE MOVED UP OR DOWN STAIRS.

CONTRACTOR HAS DEMO MODELS IN THEIR SHOWROOM.

**FOR SHARP MAINTENANCE AND SUPPLIES, PLEASE SEE STATE OF UTAH CONTRACT PD1644.**

FINET COMMODITY CODE(S):

60038000000 - COPYING MACHINES BOND PAPER (PLAIN) INCLUDING PARTS & ACCESSORIES

60040000000 - COPY MACHINES COATED OR TREATED PAPER TYPE INCLUDING PARTS AND ACCESSORIES

60042000000 - COPY MACHINES, LASER, INCLUDING PARTS & ACCESSORIES

60045000000 - COPY MACHINES, THERMAL TYPE INCLUDING PARTS & ACCESSORIES

60047000000 - COPY MACHINE ADD-ON ACCESSORIES

65550000000 - COPYING EQUIPMENT, INCLUDING SLIDE DUPLICATORS)

93927000000 - COPY MACHINE MAINTENANCE & REPAIR

98526000000 - COPY MACHINES (INCLUDING COST PER COPY TYPE LEASES) RENTAL OR LEASE

THIS CONTRACT COVERS ONLY THOSE ITEMS LISTED IN THE PRICE SCHEDULE. IT IS THE RESPONSIBILITY OF THE AGENCY TO ENSURE THAT OTHER ITEMS PURCHASED ARE INVOICED SEPARATELY. STATE AGENCIES WILL PLACE ORDERS DIRECTLY WITH THE VENDOR (CREATING A PG IN FINET) AND MAKE PAYMENTS FOR THE SAME ON A PV REFERENCING THE ORIGINAL PG. AGENCIES WILL RETURN TO THE VENDOR ANY INVOICE WHICH REFLECTS INCORRECT PRICING.

**63A-2-105 COPIER REQUEST FORM**  
**STATE OF UTAH**

SUBMIT TO: D.A.S., DIVISION OF PURCHASING AND GENERAL SERVICES  
3150 STATE OFFICE BUILDING,  
FAX: (801) 538-1193 OR (801) 538-3882

DEPARTMENT	ORGANIZATION	ADDRESS		
CONTACT PERSON	PHONE	FAX	DATE PREPARED	DATE NEEDED

**EXPLAIN THE CIRCUMSTANCES LEADING TO THE PURCHASE OF THE NEW COPIER**

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**MINIMUM SPECIFICATIONS (FUNCTIONS/FEATURES) OF THE NEW COPIER**

MULTI-COPY SPEED C.P.M	FIRST COPY SPEED SECONDS	FEEDER/DOCUMENT HANDLER TYPE	
MONTHLY VOLUME	COPY THROUGHPUT (PAPER SIZE AND WEIGHT)		
PAPER CAPACITY SHEETS	VARIABLE MAGNIFICATION %TO %	PRESENT REDUCTION/ENLARGEMNET	
DUPLEXING 1:2 2:2 2:1	COLLATING TYPE	STAPLING TYPE	POWER REQUIRMENTS
OTHER.....			
.....			
.....			

**COPIER SELECTED**

MAKE AND MODEL	VENDOR	CONTRACT NO.
PURCHASE PRICE \$	MAINTENANCE COST PER COPY	SUPPLY COST PER COPY

**CURRENT COPIER**

MAKE AND MODEL	DATE PURCHASED	PURCHASE PRICE \$
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WE HAVE REVIEWED THIS REQUEST AND DETERMINED IT WILL PROVIDE CLEAR BENEFIT TO THE STATE.

**X**

DIVISION DIRECTOR (SIGNATURE) \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_  
**X**

DEPARTMENT DIRECTOR (SIGNATURE) \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

☐ APPROVED

☐ ADDITIONAL RECOMMENDATIONS ATTACHED

\_\_\_\_\_  
\_\_\_\_\_  
DATE \_\_\_\_\_